



Risk Assessment for Covid-19 – Civic Hall

Date of Risk Assessment / Review:

11th Jan 2021 / To be reviewed regularly in line with changes of government procedures.

Completed by:

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	Hazard Level	Who might be harmed and consequences?	What controls are already in place?	What further action is necessary?	Action: by whom and by when?	Done	Final Hazard Level
Contracting or Spreading Covid-19	High	<p>Who?</p> <ul style="list-style-type: none"> All Staff Visitors Contractors Others Public <p>Consequences</p> <ul style="list-style-type: none"> Coronavirus Respiratory distress Death 	<ul style="list-style-type: none"> Official government guidelines and recommendations are followed, and all staff are briefed on the latest updates. Correct PPE is worn in line with the above guidance and the work we conduct. Hand sanitizer and hand washing facilities are provided, and staff encouraged to use these facilities regularly. Signs are installed throughout our premises to remind people wash their hands and social distance. Good hygiene practices are followed with increased cleaning conducted on all touch points and welfare facilities. Employees with any symptoms are immediately sent home to self-isolate. Interaction with others is kept to a minimum and task reallocation considered where required. The 2m social distancing rule is adhered to if not possible then 1m with controls. 	<p><i>Continual monitoring to ensure these controls are adhered to.</i></p> <p><i>Staff regularly reminded to social distance.</i></p> <p><i>Monitor to ensure social distancing is being adhered to.</i></p> <p><i>Ensure hand sanitizing facilities are being provided and monitored for replenishment as required.</i></p>	Manager	Ongoing	Medium



What are the hazards?	Hazard Level	Who might be harmed and consequences?	What controls are already in place?	What further action is necessary?	Action: by whom and by when?	Done	Final Hazard Level
Contracting or Spreading Covid-19	High	<p>Who?</p> <ul style="list-style-type: none"> All Staff Visitors Contractors Others Public <p>Consequences</p> <ul style="list-style-type: none"> Coronavirus Respiratory distress Death 	<ul style="list-style-type: none"> If a face-to-face meeting is unavoidable, only essential attendees will be in the meeting, it will take place in a well-ventilated area, and no hand-shaking or other physical contact is permitted. Attendees will remain at least 2m apart where possible. Pens, notebooks etc. must not be shared, whether between staff or with visitors. Hand sanitizer will be provided at the entrance to our premises. The layout of our premises will be reviewed to ensure social distancing can be met. This may involve moving workstations and desks. We will avoid staff working face to face where possible and instead have them work side by side or back to back. Where possible we will use screens to create a physical barrier between desks. Staff are encouraged to bring only pre-prepared food and drinks from home to work, and strongly discouraged from travelling to shops immediately before or during working hours and bringing food and drinks directly to our premises. Staff to stay in their bubbles and these bubbles must not be mixed. 	<p><i>Continual monitoring to ensure these controls are adhered to.</i></p> <p><i>Staff regularly reminded to social distance.</i></p> <p><i>Monitor to ensure social distancing is being adhered to.</i></p> <p><i>Ensure hand sanitizing facilities are being provided and monitored for replenishment as required.</i></p>	Manager	Ongoing	Medium



Useful links to help stay up to date with Covid-19 procedures and government guidance.

UK Government Covid-19 Website

<https://www.gov.uk/coronavirus>

The Health and Safety Executive Covid-19 Website

<https://www.hse.gov.uk/news/coronavirus.htm>

The World Health Organisation Covid-19 Website

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

The National Health Service Covid-19 Website

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

